

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires 1 April 1964

PERSONNEL

3 April 1963

25X1

FITNESS REPORTS

1. GENERAL

This notice announces a program to ensure the timely submission of Fitness Reports and modifies the instructions for preparing Form 45, Fitness Report, or the memorandum submitted in lieu thereof.

2. NOTICE OF FITNESS REPORTS DUE AND DELINQUENT

- a. The Director of Personnel will provide Operating Officials with monthly rosters of those employees whose Fitness Reports are due in 45 days.
- b. Annual Fitness Reports will be considered delinquent if they are not completed properly and received in the Office of Personnel by the due dates shown in the Schedule for Submission of Annual Reports, which is included in the "Directions for Completing Form 45, Fitness Report." An employee's initial Fitness Report will be considered delinquent if it is not received ten months after his entrance on duty.
- c. The Director of Personnel will provide Operating Officials with monthly rosters of individuals whose Fitness Reports are delinquent with an indication of the length of time each report is over due. In addition, the Director of Personnel will report delinquencies of more than 60 days to the Deputy Director concerned. The Deputy Director of Central Intelligence will be informed concerning Fitness Reports which are delinquent more than 90 days.

3. REASSIGNMENT REPORTS

It is especially important that Fitness Reports be prepared as required upon the reassignment of employees or their supervisors as it is difficult to fill a gap in the official record of an employee's performance once he and his supervisor become separated. The preparation of reassignment reports obviates the need to prepare any annual reports which become due within the next 90 days.

4. PREPARATION OF FITNESS REPORTS

Effective 1 April 1963 and pending reprinting of the "Directions for Completing Form 45, Fitness Report", instructions for preparing Reports are modified as follows:

*BEST COPY
Available*

-O-N-F-I-D-E-N-T-I-A-L

25X1

3 April 1963

PERSONNEL

- a. In evaluating both performance of specific duties and overall performance, the supervisor shall use a single rating letter without the addition of decimals, plus or minus signs, or other modifications.
- b. When an employee's overall performance is rated "Outstanding" the supervisor shall state in an attachment to Form 45 whether additional special recognition is warranted and, if so, the form of recognition being accorded or contemplated.
- c. In completing Section C of Form 45, full narrative comments should be made on each appropriate element. The narrative comments may include reference to a specific duty. Statements such as "no change from previous report" shall not be used.
- d. Whenever a memorandum is submitted in lieu of Form 45 for an employee in grade GS-14 or above, care must be taken to ensure that the memorandum observes the basic purposes of a Fitness Report. It must contain the identifying information required in Section A of Form 45, a general description of the duties performed, and one rating, from among those defined in Section B of Form 45, to describe the employee's overall performance in his current position. It must also bear the signature of the supervisor and the reviewing official, and must either be signed by the employee or contain an explanation for the absence of his signature.

5. RESPONSIBILITIES

Operating Officials are responsible for bringing this notice to the attention of all supervisors under their jurisdiction and for ensuring compliance with these instructions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

C-O-N-F-I-D-E-N-T-I-A-L